

**DONNA M. FOX**



**OBJECTIVE:** To become a valuable member on the Metro Commission for Persons with Disabilities. I would like the opportunity to bring new, exciting, and successful ideas to the table and to assist this commission so that it can be of the of the most benefit to the citizens of Louisville who live with disabilities.

**EMPLOYMENT:**

09/12- Current

Youth Transition Coordinator

Center for Accessible Living, Louisville, KY

Manage peer groups for a variety of individuals with disabilities, including teaching advocacy and independent living skills to youth, young adults, and adults with disabilities. I have successfully recruited and exponentially increased membership for the YES! Young Empowered Self advocates group in multiple counties. Developed and implemented the YES program in the Jefferson County and Bullitt County Public School systems. Perform administrative duties and responsible for monthly newsletter and social media communication.

09/14 – 05/2016

Job Coach

Options Unlimited, Inc.

Guide high school seniors with moderate to severe disabilities into careers with assistance on resume preparation, application process, mock interviews and onsite job skill building with area businesses. Develop partnerships with area businesses and community members. Escort students to community-based instruction sites.

12/13 – 09/14

Employment Counselor

Community Services Project, Inc.

Provided job seekers with assistance in resume preparation, the application process and mock interviews. Assisted individuals on SSI/SSDI in the Ticket to Work Program to find meaningful employment.

08/09 – 11/11

Administrative Assistant, Part Time

Vacation by V, Louisville, KY

Consult with clients regarding travel needs, destinations and sales. Create, maintain and edit ezine newsletter.

12/06 – 11/12

Local Outreach Relations Specialist / Outreach Relations Specialist East Coast Manager

Arthritis Introspective, Louisville, KY

Provide outreach and support to members of the community. Arrange events and facilitate meetings. Recruit and train volunteers for the Eastern United States. Maintain databases and serve as At Large member on the Board of Directors.

3/04 – 11/06

Volunteer, Development and Planning

Juvenile Arthritis Alliance, Louisville, KY

Duties included: providing leadership, oversight and administrative support, meetings and special events planning, fundraising; public education and advocacy; volunteer recruitment; individual and small group facilitation; public speaking; build relationships and maintain communication with media, community organizations, government agencies and various businesses; conduct presentations and attend meetings to generate awareness; create and maintain database; develop, edit and maintain quarterly newsletter.

9/98 - 2/04

Founder/ Development Coordinator

F.A.C.E.S, Louisville, KY

Duties included leadership, administrative support; office and clerical duties, special events planner, and fundraising. Direct contact with groups, individuals, children and adults.

### **EDUCATION:**

Bachelor of Science in Sociology

University of Louisville, May 2003

Graduated Cum Laude

Academic Honors

Golden Key National Honor Society

Alpha Kappa Delta

### **SKILLS:**

- \* Community and Business Relationship Building
- \* Human Services with Diverse Populations
- \* Social Security Ticket to Work
- \* Excellent Interpersonal Skills
- \* Excellent Written and Verbal Communication
- \* Experienced Group Facilitator
- \* Outstanding Organizational Skills
- \* Detail Oriented
- \* Knowledge of Microsoft Office
- \* Skilled in Office/Clerical Duties
- \* Planning and Development Experience
- \* Customer Service Skills

**AWARDS:**

2001 BELL Award Winner for Community Service

2001 American Institute for Public Service - Jefferson Award

2000 Volunteer of the Year- Arthritis Foundation

2000 Community Health Charities Community Health Volunteer Award

References Available on Request